

**DeForest Area Joint Community Center Commission
DeForest Area Community and Senior Center
505 N. Main Street, DeForest, WI 53532**

**Regular Commission Meeting Minutes
November 12, 2019
4:00 p.m.**

1. Call to Order

President Jason Kramar called the meeting to order.

2. Roll Call

Present:

President Jason Kramar

Vice President Bruce Stravinski

Secretary Steve Ruegsegger

Treasurer Connie Tenjum

Commissioners: Marian Drake, Adam Hanek, Jim Johnston

Absent:

Commissioner Louise Valdovinos

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Treasurer Connie Tenjum led the Pledge of Allegiance.

4. Appearances before the Commission

None

5. Consent Agenda

a. Approval of the October 8, 2019 Meeting Minutes

The minutes were reviewed by the Commission. Vice President Bruce Stravinski moved to approve the October 8, 2019 minutes as presented. Commissioner Adam Hanek seconded the motion and the motion passed unanimously, with Treasurer Connie Tenjum abstaining.

b. Bills/Invoices

The bills and invoices were reviewed by the Commission. Vice President Bruce Stravinski moved to approve the bills/invoices as presented. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

6. Financial

a. Financial Reports

The Commission reviewed and discussed the financial reports as presented. Executive Director Barb Cooper expects to meet the 2019 budgeted revenues and expenses may be below budget.

The Commission reviewed and discussed the financial reports. Treasurer Connie Tenjum moved to approve the financial reports as presented. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

b. Fund Transfers

Executive Director Barb Cooper requested a fund transfer of \$100,000 to DMB checking from Fortifi to cover operations through February, 2020. The Commission reviewed and discussed the fund transfer request.

Commissioner Jim Johnston moved to approve the fund transfer of \$100,000 to DMB checking from Fortifi. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

c. Budget Amendments

None

7. Old Business

None

8. New Business

a. Usage Report

The Commission reviewed the report presented to the Windsor Village Board on October 15 as requested. The Participation Summary illustrates that more outreach is needed to Windsor residents to increase awareness. The village board believes their residents don't come to the Center because of the name and requested this report be provided earlier in the budget cycle. A stakeholder's meeting for the three municipalities is proposed for 2020.

Executive Director Barb Cooper also shared the My Senior data program is being used more widely by the Center. Reports will show a much more accurate representation of how the Center and its services are utilized.

Executive Director Barb Cooper also reported Cost Share usage and revenues have decreased. President Jason Kramar requested cost share as an agenda item so the Commission can share ideas and discuss further.

b. 2020 Dane County Contract

The Commission reviewed and discussed the Dane County Contract Summary. Executive Director Barb Cooper shared the numbers expected on the 2020 contract. Treasurer Connie Tenjum moved to authorize President Jason Kramar and Vice President Bruce Stravinski to sign the 2020 Dane County Contract when it arrives, allowing for 3% increase or decrease in expected numbers. Secretary Steve Ruegsegger seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report

President Jason Kramar reported that The Village of DeForest is running low on meeting space and may ask the Center to use space if needed.

b. Executive Director's Report

- Staff updates
 - Case Manager, Roxane Carley resigned her position effective October 31. She accepted a social work position in Spring Green, close to her home.
 - Michele Strauss was offered the case manager position and began on November 6. She comes with 18 years' experience with Agrace and Oakwood Village.
 - Interns – We currently have interns from Edgewood College (Sociology) and DeForest High School. We completed paperwork to be a future internship site for the UW School of Social Work master's program.
- Building updates:
 - Ash trees were removed by Adam Hanek, his friend Rudy and Steve Ruegsegger's family. Silver maple was trimmed to remove dead and hanging limbs by Got Wood.
 - The AV system upgrade was begun October 26; a different bracket needed to be ordered. The project was completed on November 12.
 - Water heater was installed October 23.
 - There were water leaks around two HVAC vents during heavy rain in October. NAMI and our contractor inspected. NAMI recommends duct seams be re-sealed.
 - The contractor also alerted us that the chimney above the Fireplace Room is deteriorated and needs repairs in 2020. He will provide photos and an estimate to repair.
- Funding/Technology/Other
 - Cornerstone request approved for \$129 for wheelchair batteries.
 - Papa Murphy's fundraiser was in October, have not received the check yet.
 - Annual Appeal letters were sent out on Friday November 8.
- Program/staff updates:
 - Case Management –
 - The first caregiver meeting with respite funded by the Cornerstone fund helped two caregivers attend for the first time. The caregivers said it was nice to participate and not worry about their loved one. A total of 7 people attended.
 - Supportive Home Care through Dane County is going well. We get an allocation to distribute to individuals who meet the qualifications of MA that need help with

activities of daily living and greatest need. Currently helping 4 people with housekeeping to help maintain independence.

- Comprehensive Medication Review event held on November 4, 2019 with funding from United Way.
- Nutrition program –
 - We have great volunteers in the kitchen, ranging from age 27 to 87 years. Each brings a unique quality to the kitchen. They help deliver and serve meals, setup and clean up, food distribution pickup, clerical tasks, food box delivery and kitchen deep cleaning.
 - We continue to give mini cards to our participants created and provided by the local group “Scrappers of DeForest”. Each card contains an inspirational quote. Our participants really enjoy them.
- Volunteer program – In October there were 84 unduplicated volunteers who worked 857 hours. Two new HDM drivers have started which brings the total to 26.
- Programs – new classes: Rhythm + Move, is a fun balance, strengthening and flexibility program begins December 5. It is taught by a physical therapist. No cost to Silver Sneaker members or \$4/ class, and Core Strength starts Friday, January 10 at 11:30. A mat based workout which will combine Pilates, traditional core exercises and light weights to strengthen your core and increase flexibility. \$40 for 8 week session.
- Census- Windsor has asked me to serve on a Complete Count Committee. Information will be included in our Scoop, on the bulletin board, and other media.

c. Committee Reports

- i. Resource Development Committee
No report

10. Communication

a. Municipalities

- Vienna – Vienna’s public budget hearing is November 18.
- Windsor – Windsor’s public budget hearing is November 25. They are working on an ordinance regarding leaf burning and another regarding the number of cars or recreational vehicles parked in residential driveways.
- DeForest – The budget is almost complete. DeForest is working with Dane County on strategies to mitigate the risk of flooding. DeForest is moving to curbside leaf pick up.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, December 10, at 4:00 p.m.

13. Adjournment

Secretary Steve Ruegsegger moved to adjourn the meeting. Commissioner Marian Drake seconded the motion and the motion passed unanimously.